

Position: Executive Director

Location: Boys & Girls Club of Burkburnett, TX

Salary Range: \$37,000 - \$45,000

Education/Experience: 2 yrs Non-profit or Equivalent

Date Available: Immediately

Position Summary: Oversees the total operation of a single unit facility inclusive of programming, membership, marketing, programs, facilities/vehicles, volunteer and staff development, community relations and collaborations with community agencies.

As the Executive Director of a 1000 member club with an Average Daily Attendance of 180, in a community of 11,000, the ED is the key player in the success of our organization. A good candidate will have experience in Resource Management and Development, Leadership and Board Development. Grant writing and reporting is required.

Supervision of 4 Directors and various part-time staffing Annual budget of \$350,000.

Active BGCA programming and transportation from 3 elementary/1 middle school during school year. Full day summer day camp.

Contact: Marguerite Love, Board President

[margueritelove@sbcglobal.net](mailto:margueritelove@sbcglobal.net)